



## Agency Records Disposition Schedule

Department: Department of Revenue

Section: Collections

Division: Taxation and Collection

Sub-Section: Administration

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**TITLE:** Bad Check Closed Files

**CUTOFF:** EOSFY

**DESCRIPTION:** Records documenting checks returned from financial institutions. Information includes records indicating the checks have been paid or have been processed through the Prosecuting Attorney's Office to a conclusion.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 7107

**SERIES STATUS:** Approved

**APPROVAL DATE:** 6/19/2012

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**TITLE:** Prosecuting Attorney Invoices

**CUTOFF:** EOSFY

**DESCRIPTION:** Invoices used by Prosecuting Attorneys (PA) to indicate payments received on Division of Taxation and Criminal Investigation Bureau's cases. Used by the Department to calculate PA's reimbursement.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 7112

**SERIES STATUS:** Approved

**APPROVAL DATE:** 6/19/2012

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